

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**

**AIR EDUCATION AND TRAINING COMMAND  
INSTRUCTION 36-2803**

**12 JANUARY 1999**

**Personnel**

**OPERATIONS RECOGNITION PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes the Operations Recognition Program for Air Education and Training Command (AETC); implements AFD 36-28, *Awards and Decorations Programs*; and describes the sponsorship levels of AETC operations awards, award categories, eligibility criteria, nomination procedures, and selection processes. This instruction applies to AETC wings and operations organizations aligned under Air University (AU), Maxwell AFB AL, HQ 2 AF, Keesler AFB MS, and HQ 19 AF, Randolph AFB TX. Submit recommended changes on AF Form 847, **Recommendation for Change of Publication**. Send the form to AETC AOS/AOX, 1 F Street, Suite 2, Randolph AFB TX 78150-4325. Supplements to this instruction may be developed as needed. Submit supplements for review and approval before publication. Proposed supplements should be submitted to AETC AOS/AOX within 1 year of the publication date of this instruction. Requests for waivers to any requirement stated in this instruction should be submitted according to the guidance in AFI 33-360, Volume 1, *Publications Management Program*. (**NOTE:** See AETCI 36-2801, *Air Education and Training Command [AETC] Recognition Program*, for information concerning other major command (MAJCOM), Air Force, and US government non-flying awards not covered in this instruction.) This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain this information is in Title 10, United States Code, Chapter 857, *Decorations and Awards*. System of records notice F900 AF MP A, Awards and Decorations, applies.

**SUMMARY OF REVISIONS**

This revision restructures select paragraphs of the former edition, adds the Tactical Deception Award (paragraph 2.), adds command and control awards (paragraph 4.), and removes flying training awards now incorporated into AETCI 36-2802, *Flying and Technical Training Recognition Program*. Guidance

has been simplified to replace varying guidance for each functional area with guidance applicable to all. Exceptions are listed separately citing applicable AFIs required for additional guidance. A bar (|) in the left margin indicates revision from the previous edition.

### ***Section A—Operations Recognition Program Overview***

**1. Purpose.** Throughout AETC there are people who are performing their jobs at levels that not only meritoriously distinguish them from their colleagues, but make it possible for the command to consistently provide the highest quality training for the Air Force. AETC's Operations Recognition Program is designed to recognize those individuals who make truly outstanding contributions to the command's operational mission by performing their duties to the highest measure of Air Force Core Values--"integrity first, service before self, and excellence in all we do." Award winners are recognized annually at formal award ceremonies conducted by senior leadership at the appropriate command level and, depending upon sponsorship, winners are eligible to compete for corresponding awards at Air Force level. The purpose of AETC's Operations Recognition Program awards is to:

- 1.1. Enhance the overall visibility of AETC personnel and their accomplishments.
- 1.2. Recognize outstanding achievement by officers, senior noncommissioned officers (NCO), NCOs, airmen, and civilians.
- 1.3. Reward individuals for initiative and valuable actions.

**2. Award Categories.** Each year AETC recognizes superior performance in ten operational categories (functional areas): air traffic control, airfield management, command and control, intelligence, life support, operations resource management, readiness, survival, erosion, resistance, and escape (SERE) training, tactical deception, and weather ([Table 1.](#)).

**3. Award Sponsorship Levels.** There are two sponsorship levels for awards in AETC's Operations Recognition Program--AETC-sponsored and both AETC and Air Force-sponsored awards.

### ***Section B—AETC-Sponsored Awards***

**4. Categories and Awards.** At this time, AETC-sponsored awards fall into three functional areas: command and control, intelligence, and readiness. AETC recognizes three command and control awards--Command Post Controller of the Year, Outstanding Command Post of the Year (Category I), and Outstanding Command Post of the Year (Category II). AETC recognizes two Intelligence awards--AETC Outstanding Intelligence Large Unit of the Year and AETC Outstanding Intelligence Small Unit of the Year. AETC also recognizes five readiness awards--Readiness Officer of the Year, Readiness NCO of the Year, Readiness Airman of the Year, Readiness Civilian of the Year, and Readiness Base of the Year.

**4.1. Eligibility.** Individual nominees for command and control and readiness awards must have served in those duties for at least 6 months. Competition is based upon accomplishments of the preceding calendar year. Intelligence units at the following locations are eligible to compete for Outstanding Intelligence Large Unit of the Year: Goodfellow AFB, Kirtland AFB, Little Rock AFB, Luke AFB, Maxwell AFB, Randolph AFB (AETC AOS/IN), and Tyndall AFB. Eligibility for Outstanding Intelligence Small Unit of the Year will include the intelligence units at Altus AFB, Columbus AFB, Corry Station, Fairchild AFB, Lackland AFB, Laughlin AFB, Randolph AFB (12 OSS), and Vance

AFB. The following command posts are eligible to compete for Outstanding Command Post of the Year (Category I): Altus, Little Rock, Luke, Randolph, and Tyndall. Eligibility for Outstanding Command Post of the Year (Category II) will include the command posts at Columbus, Goodfellow, Lackland, Laughlin, Keesler, Maxwell, Sheppard, and Vance.

**4.2. Award Nomination Packages—Submission and Preparation Procedures.** AETC wings may submit only one nomination for each award. Nomination packages are due to the appropriate office of primary responsibility (OPR) in accordance with suspense dates specified in [Table 1](#). With the exception of the Command Post, Readiness Base of the Year, or Outstanding Intelligence Unit of the Year (organizational awards), nomination packages for all other command and control and readiness awards are standardized and must include:

4.2.1. A nomination memorandum from the wing commander addressed to AETC AOS/CC certifying each award nominee's eligibility and qualifications.

4.2.2. A one-page description of the nominee's performance prepared on AF Form 1206, **Nomination for Award**, typed in bullet format, single-spaced. AF Form 1206 content should emphasize exceptional performance in the award category and must, at minimum, address the following three areas:

**4.2.2.1. Overall Ability and Knowledge.** State examples and operational mission impact of exceptional performance within nominee's primary area of expertise that set the individual apart from others.

**4.2.2.2. Other Contributions to Unit Mission.** State examples and impact of significant contributions to the unit's operational mission outside of the nominee's primary area of expertise.

**4.2.2.3. Professional Military Qualities.** State examples of leadership and professional qualities that contribute to the "whole person" concept and reflect Air Force Core Values.

4.2.3. A one-page, biographical sketch in bullet format to include name, grade (as of 31 December), organization, duty title, assignment history, professional military education, and other noteworthy awards or recognition.

4.2.4. A completed DD Form 2266, **Hometown News Release Information**, to facilitate MAJCOM release in the event the nominee wins.

4.2.5. Nomination packages for Command Post of the Year should be formatted as specified in [4.2.2](#), but prepared on plain bond paper and focused on the following three areas:

4.2.5.1. Command post operations-related accomplishments and contributions to the unit mission.

4.2.5.2. Awards and other recognition earned by the command post.

4.2.5.3. All other accomplishments.

4.2.6. Nomination packages for AETC Outstanding Intelligence Large and Small Unit of the Year should be formatted as specified in [4.2.2](#). See the AETC supplement to AFI 36-2847, *Intelligence Awards*, for criteria for submission and preparation procedures.

4.2.7. Nomination packages for Readiness Base of the Year should be formatted as specified in [4.2.2](#) but prepared on plain bond paper and focused on aggregate unit contributions to readiness in three areas:

4.2.7.1. Real world and or exercise participation that demonstrates wing readiness.

4.2.7.2. Exercise evaluation team (EET) contribution to overall wing readiness.

4.2.7.3. MAJCOM/Air Force-wide readiness initiatives.

**4.3. Selection Process.** AETC functional area managers serve on the selection board for their functional areas. Selection boards will consist of a minimum of five members, with at least 50 percent of the members from functional areas outside of the award functional area. One of the officers, usually the most senior, will serve as board chair, voting only in case of ties. The AETC AOS/CC, or his designated representative, retains final approval authority over the composition of all award selection boards. Board results for each award are forwarded through HQ AETC command channels to AETC/CC for final approval.

### *Section C—AETC and Air Force-Sponsored Awards*

**5. Categories and Awards.** At this time, there are eight functional area award categories sponsored by both AETC and Air Force: air traffic control, airfield management, intelligence, life support, operations resource management, SERE training, tactical deception, and weather. With the exception of intelligence, specific awards in all eight categories are described in AFI 36-2807, *Headquarters United States Air Force Deputy Chief of Staff Plans and Operations Annual Awards Program*. Intelligence awards are described in AFI 36-2847. AETC organizations at all levels should review the awards described in each of these AFIs to determine those that are applicable for submitting individual and or organizational nominations.

**5.1. Eligibility.** With the exception of intelligence, eligibility for awards in all categories listed in paragraph [5](#) is established by AFI 36-2807. Eligibility for intelligence awards is established by AFI 36-2847.

**5.2. Award Nomination Packages--Submission and Preparation Procedures.** AETC wings may submit only one nomination for each award. Nomination packages are due to the appropriate OPR according to suspense dates specified in [Table 1](#). Suspenses in [Table 1](#) are constructed to accommodate Air Force-level suspenses. With the exception of intelligence, award nomination packages must be prepared in accordance with procedures described in AFI 36-2807. Intelligence award nomination packages must be prepared according to AFI 36-2847. In those cases where use of AF Form 1206 is directed, follow formatting guidelines described in paragraph [4.2.2](#). In addition to following applicable AFI procedures, wing commanders must also submit a nomination memorandum addressed to AETC AOS/CC certifying each award nominee's eligibility and qualifications. Each nomination package must also include a completed DD Form 2266 to facilitate MAJCOM release in the event the nominee wins.

**5.3. Selection Process.** The selection process for AETC winners of AETC and Air Force-sponsored awards is the same as for AETC-sponsored awards described in paragraph [4.3](#). AETC winners will be submitted to compete for corresponding AF- level awards.

*Section D—Award Notification, Presentation, Procurement, Publicity, Recordkeeping, and Questions*

**6. Award Notification.** MAJCOM-level award winners will be notified by memorandum from the AETC/CC through appropriate command channels. Additionally, HQ AETC/DO will formally announce the names of winners in a message to the wings. Air Force-level award winners will be notified in accordance with procedures contained in AFI 36-2807.

**7. Award Presentation.** With the exception of AETC intelligence awards, the annual Operations Recognition awards are generally presented at the spring AETC Commanders' Conference to the respective award winner's wing commander. AETC intelligence award winners are normally presented at the annual AETC Intelligence Conference Awards Banquet. Air Force-level presentations are made according to procedures described in AFI 36-2807.

**8. Award Procurement.** The presenting organization is responsible for procurement of awards. HQ AETC procures awards for MAJCOM-level recipients while lower command levels procure awards for their respective award levels. Refer to AFI 36-2853, *Unit Plaque Awards*, for award specifications and procurement.

**9. Publicity.** Commensurate with the level of the award, base and local media should be used to generate public interest. Recognition of award winners at all levels should also be publicized at other command functions and through other communication vehicles as much as possible--e.g., wing safety meetings, *AETC Crossfeed* articles, etc., respectively.

**10. Questions.** Direct questions about awards to the functional manager in the appropriate award OPR listed in [Table 1](#).

**Table 1. AETC Operations Awards.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Category</b>	<b>Sponsor</b>	<b>OPR Nomination Sus- pense</b>	<b>Recommendations Due AETC/CC</b>
<b>1</b>	Air Traffic Control	AETC and Air Force	AETC AOS/AOF 1 December	31 January
<b>2</b>	Airfield Management	AETC and Air Force	AETC AOS/AOF 1 December	31 January
<b>3</b>	Command and Control	AETC	AETC AOS/AOC 15 January	15 February
<b>4</b>	Intelligence	AETC and Air Force	AETC AOS/IN 15 December	1 February
<b>5</b>	Life Support	AETC and Air Force	AETC AOS/AOX 1 January	20 February
<b>6</b>	Operations Resource Man- agement	AETC and Air Force	AETC AOS/AOX 1 December	1 January
<b>7</b>	Readiness	AETC	AETC AOS/AOX 15 January	15 February
<b>8</b>	SERE Training	AETC and Air Force	HQ AETC/DOF 1 January	1 February
<b>9</b>	Tactical Deception	AETC and Air Force	HQ AETC/AOX 1 October	15 October
<b>10</b>	Weather	AETC and Air Force	AETC AOS/AOW 1 December	1 January

RICHARD C. MARR, Major General, USAF  
Director of Operations

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

Title 10, United States Code, Chapter 857, *Decorations and Awards*

AFI 33-360, Volume 1, *Publications Management Program*

AFPD 36-28, *Awards and Decorations Programs*

AFI 36-2807, *Headquarters United States Air Force Deputy Chief of Staff Plans and Operations Annual Award Programs*

AFI 36-2847, *Intelligence Awards*

AFI 36-2853, *Unit Plaque Awards*

AETCI 36-2801, *Air Education and Training Command (AETC) Recognition Program*

AETCI 36-2802, *Flying and Technical Training Recognition Program*

***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command

**AU**—Air University

**EET**—Exercise evaluation team

**MAJCOM**—Major command

**NCO**—Noncommissioned officer

**OPR**—Office of Primary Responsibility